

TO: Personnel Committee Members

THRU: G. Robert Lee, County Administrator

FROM: Francine Bouldin, Human Resources Director

SUBJECT: Personnel Committee Minutes – Meeting of February 24, 2003

DATE: February 25, 2003

Meeting commenced at 9:35 a.m.

Attendees: Larry Weeks, Harry Atherton, Bob Lee, Randy Wheeler, Francine Bouldin.

The meeting agenda was approved.

Minutes of the November 18, 2002 meeting were approved.

Request to Reclassify a Vacant Office Associate II Position to Fire and Rescue Support Specialist and Add the New Title to the Fauquier County Position Classification and Compensation Plan

Francine Bouldin reported that as a part of the recent reorganization within the Office of Emergency Services a review of the current Office Associate II position was requested. This request was forwarded to MAXIMUS which analyzed and evaluated the position. MAXIMUS recommended a title change and grade increase from Office Associate II, grade 20, to Fire and Rescue Support Specialist, grade 24. Fire and Rescue Support Specialist is a title that does not currently exist on the Fauquier County Position Classification and Compensation Plan.

A recommendation was made to the Personnel Committee to endorse the request to reclassify the vacant position of Office Associate II to Fire and Rescue Support Specialist and add the new title to the Fauquier County Position Classification and Compensation Plan.

Action: The Committee endorsed the request and recommended sending the item to the full Board for approval consideration.

Human Resources Policies

The following draft policies were presented to the Committee:

Policy 2B – Annual Leave
Policy 2H – Holidays
Policy 16A – Tuition Reimbursement/Education Assistance
Policy 19 – Executive Safety Committee.

Mrs. Bouldin gave the following synopsis of policy revisions:

Policy 2B – Annual Leave

As a result of the change in the leave roll-over date, the Annual Leave policy was amended to reflect that on June 30 as opposed to December 31 of each calendar year, annual leave balances which are in excess of the maximum balance levels shall be converted to sick leave.

Policy 2H – Holidays

Also as a result of the change in the leave roll-over date, the Holiday policy was amended to reflect leave roll-over on June 30 as opposed to December 31.

Policy 16A – Tuition Reimbursement/Education Assistance

Recommendations were made to change policy verbiage to clarify that the maximum number of semester hours reimbursable to an employee is 18 hours per calendar year, based on the cost per semester hour at George Mason University.

Policy 19 – Executive Safety Committee

A recommendation was made to abolish this policy. Current practice is not consistent with the policy. In addition, the Risk Manager has developed a Safety Committee to address safety issues.

Action: The Committee endorsed the draft human resources policies and recommended forwarding this item to the full Board for approval consideration.

Adjournment